

Civic Centre, 44 York Street, Twickenham TW1 3BZ. DX2000027 Twickenham Tel:020 8891 1411
(Minicom) 020 8831 6210 Fax: 020 8891 7933/7934 email: revben@richmond.gov.uk

Council Tax Discount Application - Youth Training Trainees **5C**

Your postal address:	Address of property if different to postal address:
	Council Tax Account Number (if known):

You have indicated that there is someone who normally lives in your home who should not be counted for Council Tax purposes. For a discount to be considered you must provide the information below, sign the declaration and return this form to the Council Tax Office.

1. Please give the number of people aged 18 years and over who normally live in your home including anyone who may qualify for a discount.

Please read the attached guidance notes before you fill in the rest of this form.

2. If the trainee meets the conditions in section 5C of the attached guidance notes please enclose this form with a letter from the trainee's employer confirming the following:

- Trainee's name
- Trainee's date of birth
- Training scheme
- Employers name and address
- Start date of training scheme
- End date of training scheme

3. I declare that the information I have given is correct to the best of my knowledge.

Name:	Signature:	Date:
Daytime telephone number:		

The information you give will only be used for the purposes of Revenues & Benefits administration.

The Council Tax Office may need to check the information given.

You must tell the Council Tax section of all changes which may affect your right to a discount.

Return to: Council Tax and Benefits Office, 44 York Street, Twickenham, TW1 3BZ.

Your Council Tax bill

Council Tax is based on 2 or more people aged 18 or over living in your home. If you are the only person living in your home, we can reduce your bill by a quarter. If nobody lives in your home, we maybe able to reduce your bill.

Some people are not counted as living in your home when we work out your Council Tax bill. These people are **disregarded**. So even if there are two or more people living in your home, if some or all of you are disregarded we may be able reduce your bill.

How to apply for a discount

People are not automatically disregarded.

If you think that somebody in your home should be disregarded, please contact us for an application form. You will need to fill in a separate application form for each person.

If you qualify for a discount we will send you an amended bill. If we cannot reduce your bill we will write to you telling you why we have not been able to do so.

Disregard type 5

Other students or certain partners or dependants of students

We do not count some students as living in your home if they are:

- Student nurses
- Apprentices
- Youth Training trainees, or
- Foreign language assistants

We also do not count certain partners or dependants of students.

A. Student nurses

A student nurse is:

- someone who is doing a course which, when completed, will lead to them being included on the Register maintained under the Nurses, Midwives, and Health Visitors Act 1979, but whose course does not meet the criteria of full time students under Discount Type 4

B. Apprentices

An Apprentice is:

- employed to learn a trade, business, profession, office employment or vocation; **and**
- undertaking a programme of training leading to a qualification recognised by the National Council for Vocational Qualifications (NVQ) or the Scottish Vocational Education Council (SCOTVEC); **and**
- employed at a salary or in receipt of an allowance or both, which are, in total no more

thsn £195 per week.

C. Youth Training trainees

A Youth Training trainee is:

- under 25 years old; **and**
- receiving training which is approved for Social Security Benefit purposes or is in accordance with arrangements made under the Employment and Training Act.

D. Foreign language assistants

A foreign language assistant is:

- registered with the Central Bureau for Education Visits and Exchanges : **and**
- working as a foreign language assistant at a school or other Educational Institution in Great Britain.

E. Certain partners or dependants of students are:

- not British Citizens; **and**
- cannot by the terms of their entry into this country work for money or claim benefits.

Also see Discount type 4 Full time students